

Risk Assessment

Task/Activity	Covid-19 (Coronavirus) pandemic risk assessment		Location	ICP Nurseries
<p>This risk assessment has been developed using government guidance:</p> <ul style="list-style-type: none"> • Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) • Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak • Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection • COVID-19: cleaning in non-healthcare settings outside the home 				
Hazard <i>How could harm be caused?</i>	Who could be harmed? <i>Staff? Children? Parents? Visitors? Public?</i>	Existing Controls <i>What are we already doing to prevent harm?</i>	Risk Rating <i>High/Medium /Low</i>	Additional Controls Needed? <i>If YES, transfer to Action Plan</i> <i>This risk assessment will be further personalized to reflect the needs of each Nursery</i>
Failure to follow the preventative measures set out in the system of controls outlined in this risk assessment.	Staff, Children, Parents, Visitors, Public	<p>All staff <u>must</u> follow the preventative measures set out in the system of controls as outlined in this risk assessment, to minimise the risks of transmission. This includes continuing to observe good hand and respiratory hygiene, and minimising contact where possible, including maintaining social distance between staff within settings.</p> <p>The system of controls is the set of actions early years settings must take. They are outlined in more detail below:</p> <p>1 Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who</p>	Low	

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		<p>have someone in their household who does, do not attend settings</p> <p>2 Clean hands thoroughly more often than usual</p> <p>3 Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>4 Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents</p> <p>5 Minimise contact between groups where possible</p> <p>6 Where necessary, wear appropriate personal protective equipment (PPE)</p> <p>7 Engage with NHS Track and Trace</p> <p>8 Manage confirmed cases of coronavirus (COVID-19) amongst the setting community</p> <p>9 Contain any outbreak by following local health protection team advice</p> <p>Numbers 1 to 4 <u>must</u> be in place in all settings, all the time. Number 5 <u>must</u> be properly considered, and settings must put in place measures that suit their particular circumstances. Number 6 applies in all specific circumstances. Numbers 7 to 9 must be followed in every case where they are relevant.</p>		
<p>Coming into contact and mixing with other individuals who may be unwell</p>	<p>Staff, Children, Parents, Visitors, Public</p>	<p>Minimise contact between individuals who may be unwell where possible</p> <p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-</p>	<p>Low</p>	

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		<p>19) symptoms, or who have someone in their household who does, do not attend nursery. Ensure children, staff and other adults do not come into settings if they have coronavirus (COVID-19) symptoms or have tested positive in the last 10 days and anyone developing those symptoms during the day is sent home.</p> <p>These are essential actions to reduce the risk in settings and further drive down transmission of coronavirus (COVID-19). All settings must follow this process and ensure all staff are aware of it.</p> <p>If children or adults have, or are showing symptoms of, coronavirus (new continuous cough or high temperature of 37.8 degrees centigrade or higher, or a loss of, or change in, their normal sense of taste or smell (anosmia)), or have someone in their household who is, they should not be in a childcare setting they must be sent home and advised to follow the Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection.</p> <p>Assessment of the localised data on the trend in daily new cases assists with our risk assessment measures for staff, parents and children.</p> <p>All staff members must receive appropriate instruction and training on infection control and risk assessments within which they will be operate. All staff to have completed Virtual College online course, Prevent COVID-19.</p> <p>Where a child of member of staff becomes unwell whilst at Nursery, the measures set out in the Covid-</p>		
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		19 (Coronavirus) risk assessment - suspected / confirmed cases.		
Mixing of groups of children may increase maximizes the risk	Staff, Children	<p>Group Sizes Early years settings are no longer required to organise children and staff in small, consistent groups so can return to normal group sizes. Returning to normal group sizes is based on the fact that the overall risk to children from coronavirus (COVID-19) is low.</p> <p>Settings must still consider how they can minimise mixing within settings, for example where they use different rooms for different age groups, keeping those groups apart as much as possible. Minimising contact between groups can reduce the number of children and staff required to self-isolate in the event of children or staff testing positive for coronavirus (COVID-19).</p> <p>For children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply. Nurseries will continue to use these to group children.</p> <p>Unlike older children and adults, early years children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years settings the government have taken this into account. Nurseries should therefore work through the system of controls set out below and within this risk assessment.</p>	Low	

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		<p>Team members should maintain 2m distancing wherever possible. If 2m distance cannot be achieved, minimize the number of people involved at any one time, for the shortest period (less than 15 minutes ideally)</p> <p>Team members should reduce the risk to themselves and others at 1m by taking suitable precautions:</p> <ul style="list-style-type: none"> • Sit / stand side by side or behind other people, rather than facing them • Meet people outdoors, rather than indoors • Keep interactions brief • Increase ventilation <p>If children are unsettled or upset, practitioners should continue to be available to offer reassurance, comfort and support. The Key Person should comfort the child by talking to them soothingly in an age appropriate manner, offering a calming touch to their shoulder, back or tummy, or cuddles if they are wanted and by trying to distract the child or engage them in play.</p> <p>It is still important to reduce contact between people as much as possible. Children and staff where possible, must only mix within their room group, and should stay away from other people and groups.</p> <p>Public Health England (PHE) is clear that if early years settings, do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.</p>		
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		<p>Where children attend more than one setting Parents and carers should be encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently. This should also be the same for staff. Mixed placements should be avoided as much as possible but if that is not possible then settings, parents and carers should work through the 'systems of controls' collaboratively, to address any risks identified and allowing them to jointly deliver appropriate care for the child. If a parent has decided to use just one out of their usual 2 settings, then a decision will need to be made regarding which setting they will attend. If the other setting has stated that the child can only attend one setting, then nursery managers will need to liaise with the other setting.</p> <p>Rotas and key groups must be planned each day, using the Staff Rota. Nurseries will ensure that:</p> <ul style="list-style-type: none"> • Where possible, the presence of any additional members of staff should be agreed on a weekly basis, rather than a daily basis to limit contacts. • as far as possible, room groups of children should be supported by consistent staffing, and groups should remain as consistent as possible throughout the week. • children and adults are always in the same room groups each day, and different room groups are not mixed during the day, or on subsequent days. • wherever possible children use the same room in the setting throughout the day, with 		
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		<p>a thorough cleaning of the rooms at the end of the day.</p> <ul style="list-style-type: none"> • Cushions or mats may be used to help children to sit in their own space during group time activities. <p>While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk.</p> <p>Children and adults should minimize contact and mixing by altering, as much as possible, the environment and routines of the day (such as staggered break times).</p> <p>Contact and mixing should also be reduced by:</p> <ul style="list-style-type: none"> • accessing rooms directly from outside where possible • considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors • The environments are organised to maintain space between activities • Unnecessary items are removed from the setting where there is space to store it elsewhere • Staggering breaks to ensure that any corridors or circulation routes used have a limited number of children / staff using them at any time • Staggering mealtimes - children should clean their hands beforehand and eat in the groups they are already in. Groups should be kept apart as much as possible 		
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		<p>and tables should be cleaned between each group.</p> <ul style="list-style-type: none"> • Children should not bring their own drinking cups and water bottles from home, these must be provided by the nursery • Children should be brought their lunch in their classrooms • Staggering staff lunch breaks • Staff who go out for their breaks must; adhere to the government guidance, Staying alert and safe and wash their hands on return • Ensuring that toilets do not become crowded by limiting the number of children or adults who use the toilet facilities at one time • Changing units/mats organised for each room where needed • Where possible, meetings and training sessions should be conducted through virtual conferencing. • Where meetings and training are held 'face to face, system of controls must be adhered to and the environment must be set up to ensure frequent hand cleaning and good respiratory hygiene practices; regular cleaning of meeting area; minimising contact and mixing (maintain social distancing where possible). • External training providers who are delivering face to face training, must provide a comprehensive Covid-19 risk assessment prior to a booking being confirmed. 		
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		<p>Different groups don't need to be allocated their own toilets, but toilets will need to be cleaned regularly and children must be encouraged to clean their hands thoroughly after using the toilet</p> <p>Nurseries must take steps to reduce the use of shared resources:</p> <ul style="list-style-type: none"> • By limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children and staff • By seeking to prevent the sharing of toys and other resources where possible. • Shared materials and surfaces should be cleaned in between each group's use, and disinfected more frequently • The use of communal soft toys, and musical instruments which are blown into is currently suspended • Limited amounts of scissors, pens and pencils, paint brushes may be offered, but must be wiped down between use. <p>Outside Space</p> <ul style="list-style-type: none"> • Use outside space, where possible, as this can limit transmission and more easily allow for distance between children and staff • Outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. 		
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		<ul style="list-style-type: none"> • Use gazebos to offer shaded areas in the garden where children can play, eat and sleep. <p>Mealtimes</p> <ul style="list-style-type: none"> • Staff will fetch prepared food from the kitchen and bring it back to their rooms. • All meals will be served within the rooms, or outdoor area, and served by staff from the room. • Children's self-service is currently suspended. • There should be no more than 8 children at any meal table, and the table layout should allow a comfortable space between children. • Crockery, cutlery, cups etc. must be supplied by the nursery, and not brought from home. • Tables, chairs, the floor, must be cleaned before and after mealtimes. <p>Sleep time</p> <ul style="list-style-type: none"> • Where space allows, children may sleep outside, in sheltered / shaded areas or Gazebos. Thermals and sleeping bags to be purchased fir cooler temperatures if needed. • Sleep mats which are showing any signs of wear and tear, or exposed foam must be disposed of and new beds purchased. • The sleep area must not be crowded. Sleep mats must be placed at least 30cm apart. • Children must be positioned so that they are face to feet with the child laying on the neighbouring sleep mat. 		
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		<ul style="list-style-type: none"> • The floor on which the sleep mats are placed must be swept, and if needed mopped so that it is clean and free from debris. • Children must be provided with clean, individual bedding and not share the same bedding or sleep surface with another child. Each child will have their own labelled sleep bag in which their bedding will be stored. • Bedding must be washed at least weekly, unless soiled. • Sleep mats must be cleaned daily, and must be sanitized after they have been contaminated (such as by vomit, mucous, blood, or toileting accidents) • Bedding must always be checked to ensure it is clean. Staff must never walk over beds that have been made up, and when supporting children to get ready for sleep staff must not sit on the beds / bedding in order to avoid the spread of germs. • Sleep mats should have a designated floor side and designated sleeping side. The sleeping side of sleep mats cannot touch one another, the floor, or the floor-side of other children's sleeping surfaces. • Sleep mats should be stored safely in a clean, dry place. • Bedding or sleep surfaces used by the same children must be washed between use by each child. • Within our rooms there are quiet carpeted rest areas with soft cushions where children can go if they wish to rest and relax at any time of the day. All cushions and blankets must be laundered at the end of each day. 		
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		<p>Staff rooms and offices The use of staff rooms and offices is staggered to limit occupancy and allow social distancing where possible. Please see <u>Risk Assessment Covid-19 Offices.</u></p>		
<p>Arrivals and Departures of children, parents, staff and visitors, which can enhance the spread of germs if appropriate protocol is not in place</p>	<p>Staff, Children, Parents, Visitors, Public</p>	<p>Arrivals and Departures As far as possible, parents and carers should not enter early years premises.</p> <p>Front of house staff (members of the leadership team) must be deployed to ensure families are supported with new arrangements as they arrive at and leave nursery.</p> <p>Front of house staff must consider the 'door STEP' risk assessment before commencing duties: S: self, am I ready to open the door? Do I have the resources I need to carry out the task? T: task; do I need to take the child from the parent, or offer any other support to the children, parents, staff as they arrive / depart? E: environment, have I carried out a visual inspection of the area, got control over the environment (door under my control for example, 2m markings on the approach to the door); P: people, have I ascertained that only one adult is accompanying the child, have I asked them ahead of opening the door if they are symptomatic, live with someone who is symptomatic.</p>	<p>Low</p>	

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		<p>Drop off and collection arrangements will vary from site to site, be dependent on numbers of children attending and accessibility to the site and building. During arrivals and departures, measures to be taken should include adherence to social distancing guidelines:</p> <ul style="list-style-type: none"> • Open as many points of entry / exit to the nursery to avoid crowding as staff and families arrive / depart. • Discourage parents from gathering at the nursery entrance and communal areas. • Where queuing is taking place, use queue management systems such as floor markings to maintain a safe distance. • Limit drop off and pick up to 1 parent per family and stagger the timings where necessary. Siblings should be discouraged from accompanying the parent. • Parents are told their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) • Reduce contact time between staff and parents at drop off / pick up to less than 15 minutes. • To avoid where possible, touching parents when physically handing over young, or distressed children. • Arrange drop off and pick up of children at the nursery entrance to avoid parents entering the nursery unnecessarily • When parents are waiting to drop off or collect their child, physical distancing should be maintained in a safe area 		
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		<ul style="list-style-type: none"> • 'Drop and go' procedure put in to place with more communication taking place via telephone or video chat. • Parents are to leave promptly and move away from the nursery boundaries whilst maintaining social distancing guidelines. • At most sites, on site car parking spaces will no longer be available to staff and parents, and instead used to facilitate queues and waiting space. Alternative arrangements may be made where no safe, local parking is available. • Parents may leave pushchairs at the nursery by prior arrangement with the nursery management team. • Mangers must ensure that pushchairs are folded down and stored in a way that avoids them touching other children's pushchair. • On arrival, parents must use the antibacterial spray and disposable paper towels provided by the nursery to wipe down their buggy, before folding down. Parents must wash or sanitise their hands after wiping down their pushchair. • Car seats, scooters, bikes etc. must not be left at the nursery. 		
<p>Visits and Visitors attending the site which heightens the risk of germs spreading</p>	<p>Staff, Children, Parents, Visitors, Public</p>	<p>Visits to the setting from parents and carers, additional staff, external professionals and non-staff members</p> <p>Parents and carers should not be allowed into the setting unless there is a specific need. Children should be dropped off and collected at the door, if possible. Stay and play sessions, such as where the</p>	<p>Low</p>	

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		<p>purpose is for parent and carers to meet each other, should not take place at the setting.</p> <p>There will be occasions when visits to the setting are necessary, but settings are encouraged to avoid visitors entering their premises, wherever possible. A record should be kept of all visitors which follows the guidance on maintaining records of staff and visitors to support NHS Test and Trace.</p> <p>All Nurseries will be required to create a Test and Trace QR code for display at their entrance points. Nursery Managers must encourage all visitors to scan the QR code when they arrive, using the NHS COVID-19 app. This is to help trace and stop the spread of coronavirus (COVID-19).</p> <p>Confirmation is required from all visitors that they do not have, or are showing symptoms of, coronavirus (new continuous cough or high temperature of 37.8 degrees centigrade or higher, or a loss of, or change in, your normal sense of taste or smell (anosmia)), or have someone in their household who is. A Visitor / Contractor / Parent Health Declaration MUST be completed by any Parent / Visitor / Contractor entering the nursery premises.</p> <p>In instances where settings need to use other essential professionals such as social workers, speech and language therapists or counsellors, or professionals to support delivery of a child's EHC plan, settings should assess whether the professionals need to attend in person or can do so virtually. If they need to attend in person, they should closely follow the protective measures in the setting, and the number of attendances should be</p>		
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		<p>kept to a minimum. Where possible to do so, social distancing should be maintained.</p> <p>Where visits can happen outside of setting hours, they should.</p> <p>Nursery managers must tell parents, staff or any visitors, such as suppliers, not to enter the nursery if they are displaying any symptoms of coronavirus (COVID-19)</p> <p>Home visits to children and families must not take place. Instead other forms of communication, email, telephone and video calling should be used to maintain contact.</p> <p>All planned visits/outings in the community which involve large groups of people in enclosed spaces are suspended.</p> <p>All extra-curricular activities to be suspended.</p> <p>Where visits to the nursery are unavoidable, ensure all visitors and contractors coming to Nursery are asked to wash their hands or use the alcohol hand gel provided, including Central Office staff.</p> <p>Some people, for religious or personal preference do not use alcohol hand gel; in these instances, handwashing requirements must be adhered to.</p> <p>Implement reduced physical contact/maintain social distancing wherever possible, e.g. do not greet visitors with close physical contact or handshakes or offer a reassuring hand on the arm or shoulder of an upset or worried adult.</p>		
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		<p>Visits/interactions with high risk groups, e.g. visits to Residential Care Homes are currently suspended.</p> <p>Parent/Celebration/Internal Events are suspended until further notice.</p> <p>New admissions For new admissions, settings should consider providing virtual tours for prospective parents and carers.</p> <p>Open day / evening events for prospective parents will be 'by appointment only' for one adult (no children / siblings) at a time. The Nursery must be unoccupied, and cleaning must take place between events.</p> <p>If parents and carers are keen to visit in person, settings should consider:</p> <ul style="list-style-type: none"> • there is regular handwashing, especially before and after the visit • holding visits after hours. If this is not possible, consider limiting visits to the outside play areas or other designated safe space during regular hours, and ensure strict social distancing is observed. <p>Prior to a visit, settings should ensure that parents and carers are aware:</p> <ul style="list-style-type: none"> • of the 'system of controls' • how this impacts them and their responsibilities during their visit • how to maintain social distancing from staff, other visitors, and children other than those in their care 		
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		<p>Parents settling children Guidance from PHE outlines how parents and carers are able to enter a setting to help their children adapt to their new environment. Settings should ensure that parents and carers:</p> <ul style="list-style-type: none"> • stay for a limited amount of time (ideally not more than an hour) • avoid close contact with other children • are aware of the 'system of controls', how this impacts them, and their responsibilities in supporting it when visiting a setting with their child <p>Please see Settling-in Policy Nursery Reopening for further details on settling new and returning children.</p> <p>Outings in the community Settings should maximise use of private outdoor space. Settings can take groups of children on trips to outdoor public places and do not need to be limited to 6 people, provided:</p> <ul style="list-style-type: none"> • it is for the purpose of education or childcare • they remain within the EYFS staff child ratios • they conduct a risk assessment in advance • the risk assessment demonstrates that they can remain socially distant (2 metres) from other people and groups, wherever possible • good hygiene is maintained throughout • thorough handwashing happens before and after the trip" <p>Where nurseries wish to take children on outings in the community they must follow refer to the control</p>		
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		measures outlined in the <u>Risk Assessment for Outings in the Community.</u>		
Caring for school aged children - increased contact and mixing	Staff, Children, Parents	<p>Caring for school aged children Where nurseries are registered on the Childcare Register, they may care for children aged 5 – 8 years, where families cannot safely care for them at home, and no other childcare is available.</p> <p>Since 20 July, early years settings have no longer been required to keep children in small, consistent groups within settings but can return to normal group sizes. This change does not extend to cover provision for children over the age of 5. Where early years settings are also caring for children over the age of 5, they should ensure they are also following guidance on protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak which includes guidance on group sizes.</p> <p>Providers that care for children both under the age of 5 and over the age of 5 separately, where it is possible to do so, may choose to apply the measures outlined in the Actions for Early Years and Childcare during Coronavirus Outbreak guidance to those children under the age of 5, and the measures outlined in the protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak to those over the age of 5.</p> <p>Providers that have mixed age groups together will need to, as far as possible, keep all children irrespective of age in small consistent groups of no more than 15. Each group must be with at least one staff member, or with more staff members to meet relevant ratio requirements.</p>	Low	

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<p>By not having Effective handwashing systems in place, will maximize the risk of contamination</p>	<p>Staff, Children, Parents, Visitors, Public</p>	<p>Promoting handwashing. Proper handwashing requires the following steps: 1: Moisten hands under running water 2: Apply soap 3: Rub hands for approximately 20 seconds out of the flow of water 4: Rinse hands 5: Dry hands with a clean disposable towel.</p> <p>At minimum, these procedures must be followed by all children and staff at the following times:</p> <ul style="list-style-type: none"> - Before / after handling food and eating - After toileting and nappy changing (staff and children) - Upon arrival and re-entering of the class - After dealing with bodily fluids (coughing, sneezing, nose wiping) - After touching objects that could spread germs such as bin lids or pets - Before / after playing with sand, water, or play dough. <p>Bathrooms must be offer children adequate supplies of toilet tissue, sinks with liquid soap and paper towels. Bins, should ideally be pedal operated, must have lids and be emptied frequently.</p> <p>Staff member assigned to refill soap dispensers throughout the day</p> <p>Display posters and infographics around the nursery to remind all of the importance of hand washing.</p>	<p>Low</p>	

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		<p>Children should be supported in developmentally appropriate ways to understand the steps they can take to keep themselves safe including regular hand washing and sneezing into a tissue.</p> <p>Use photographs and visual prompts with children showing how to wash hands to reinforce understanding,</p> <p>Share stories and talk to children about the importance of handwashing in key group times. Create opportunities for greater independence by ensuring that hand-washing facilities are well resourced and with easy reach of the children, and that soap and paper towels are readily available.</p> <p>Use songs as children wash their hands, to encourage them to wash for the appropriate amount of time (20 seconds). E.g. 'row, row your boat' and 'happy birthday' (sung twice). Share posters and videos with parents via social media and connect.</p> <p>Encourage children to avoid touching their face, eyes, nose and mouth.</p> <p>Ensure hand sanitizers are available at the entrance to the nursery and in each room.</p> <p>Hand sanitizer may be used if hands are not visibly soiled, the product contains 70% alcohol, manufacturer's instructions are followed, and children are closely supervised.</p>		
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		Hand sanitizer must be stored out of reach of children. Hand cream will be supplied to staff.		
By not having appropriate Respiratory hygiene information clear for all parties and appropriate products available and in place to stop germs from spreading (catch it, bin it, kill it)	Staff, Children, Parents, Visitors, Public	<p>Respiratory hygiene (catch it, bin it, kill it) Children should be taught the importance of not touching their mouth, eyes and nose, where possible.</p> <p>Adults must avoid touching their mouth, eyes and nose.</p> <p>Children and adults should cover their mouth and nose with disposable tissues when they cough or sneeze.</p> <p>If a tissue is not available, they should sneeze into the crook of their elbow, not into their hand.</p> <p>Dispose of tissues into a disposable rubbish bag and immediately clean children / adults' hands with soap and water or use a hand sanitiser.</p> <p>For older children, rooms should have a number of accessible 'hygiene stations'; these can be placed on a table or shelf and contain a mirror, and which holds tissues and a rubbish bin. Children should be taught to look in the mirror as they learn to wipe their noses, before disposing of the tissues in the bin.</p> <p>Staff should supervise young children to ensure they wash their hands for 20 seconds, with soap and water or hand sanitizer</p> <p>Staff should ensure that help is available for children or adults who have trouble cleaning their hands independently</p>	Low	

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		<p>Ensure that bins for tissues are emptied throughout the day.</p> <p>Ventilation Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units</p> <p>Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</p> <p>Nurseries can continue to be use most types of air conditioning systems as normal. However, if you use a centralised ventilation system that removes and circulates air to different rooms, it is recommended that you turn off recirculation and use a fresh air supply. Read guidance on air conditioning and ventilation during the coronavirus outbreak.</p> <p>Avoid the use of lifts unless essential.</p> <p>Bins must have lids and be emptied frequently.</p>		
<p>By not cleaning surfaces with anti-bacterial products that are touched frequently, will increase the risk of contamination</p>	<p>Staff, Children, Parents, Visitors, Public</p>	<p>Clean surfaces that are touched frequently To prevent the indirect spread of the virus from person to person, regularly clean frequently touched surfaces, such as:</p> <ul style="list-style-type: none"> - door handles - handrails - tabletops - play equipment - toys - books - tables 		

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		<ul style="list-style-type: none"> - chairs - highchairs - cots - sinks - toilets - light switches - bannisters - electronic devices (such as tablets, computers, phones) - outdoor equipment <p>Staff must complete the ICP Nurseries Cleaning Checklists at least twice a day. Nursery Managers are responsible for checking these are being completed and filing them at the end of each week.</p> <p>Staff made aware of additional cleaning responsibilities and briefed on infection control.</p> <p>Staff to wear disposable or washing-up gloves and aprons for cleaning</p> <p>Staff to use disposable cloths and warm soapy water followed by usual cleaning products. When cleaning, use the usual products, like detergents and those available from Gompels, as these will be very effective at getting rid of the virus on surfaces.</p> <p>Cleaning pods to be set up and MUST be stored out of children's reach around the setting both inside and out. Assign staff to key areas for cleaning at the end of each session</p> <p>The use of soft toys and toys with intricate parts or that are otherwise hard to clean should be avoided.</p>		
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		<p>Rugs may be used and cleaned at the end of each day with a steam cleaner / steam mop.</p> <p>Toys will need to be kept well organized. There should be sufficient resources to allow for some that are in use, being cleaned, and drying.</p> <p>Areas such as Superhero caves should be removed from sites.</p> <p>Blankets and cushions may be used if they can be laundered each day. There should be sufficient to allow some that are in use, being cleaned, and drying.</p> <p>Children may bring transitional objects such as comforters, blankets, soft toys or photographs of family members and pets to help provide comfort and security while they settle into the nursery routine. Where possible they should be left nursery and cleaned each evening. Any fabric comforters or soft toys brought from home, must be laundered each evening, before being returned to nursery the next day.</p> <p>The use of the Comfort Approach is currently suspended.</p> <p>Cleaning outdoor equipment Washing loose parts play and equipment: Wiping, immersion, steam cleaning or 72-hour exclusion are the recommended processes for cleaning of play equipment, equipment, or loose parts.</p>		
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		<p>Cleaning with a cloth is the same protocol as indoors, where desks, handles, seats etc will be wiped down with a suitable dilution of a cleaning fluid.</p> <p>If possible, fabrics such as tarpaulins or den building can be steam cleaned.</p> <p>'Hard to clean' items such as hoops, tennis balls, fabric, sticks etc. can be fully immersed and hung to dry using a large bowl or sink, filled with a suitable dilution of a cleaning fluid.</p> <p>Waterproofs, wellies and personal equipment: Children should not share personal equipment such as clothes and wellies Disinfectant will break down waterproofing, and therefore pure soap flakes should be used only.</p> <p>Deliveries Boxes holding deliveries should be cleaned before being brought into the nursery or opened outside and the contents transported into the nursery. Packaging must be disposed of as quickly as possible.</p>		
<p>By not having appropriate Laundry facilities and personal hygiene not being maintained. Will increase the risk of higher contamination and germs spreading</p>	<p>Staff, Children, Parents</p>	<p>Clothing, Laundry and Personal Hygiene There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting.</p> <ul style="list-style-type: none"> • All staff should wear clean uniform for each shift when caring for the children. • There is no longer a requirement for staff to change into their uniform when they arrive at the Nursery each day. 		

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		<ul style="list-style-type: none"> Uniforms should be washed at the maximum temperature that the fabric will tolerate. Do not shake dirty laundry <p>Please see Standards of Appearance Guidance</p> <p>Children</p> <ul style="list-style-type: none"> Children must wear clean clothing daily Where possible, children should avoid wearing shoes with shoelaces. <p>Jewellery</p> <ul style="list-style-type: none"> No wrist Jewellery is permitted No rings are permitted except a wedding band 		
<p>By not having appropriate Personal protective equipment (PPE) available for use to all parties could increase the risk of germs spreading more quickly</p>	Staff, Children, Parents	<p>Personal protective equipment (PPE) The government is not recommending universal use of face coverings in early years education and care settings because the system of controls, applicable to all education and childcare environments, provides additional mitigating measures.</p> <p>PHE advises that for health and safety reasons, face masks should not be used for children under three. In addition, misuse may inadvertently increase the risk of transmission and there may also be negative effects on communication and thus children's development.</p> <p>Based on current evidence and the measures that early years settings are already putting in place, face coverings are not necessary when adults are interacting with children, even where social distancing is not possible. Face coverings may have a negative impact on interactions between staff</p>	Low	

Risk Assessment

		<p>and children, and their use when interacting with children in the setting should be avoided.</p> <p>The majority of staff in early years settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain distance of 2 metres from others. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an individual child becomes ill with coronavirus (COVID-19) symptoms while at a setting, and only then if a distance of 2 metres cannot be maintained • where a child already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used <p>PPE for tasks involving changing nappies or general care for babies</p> <p>Staff should follow their normal practice when changing nappies and caring for babies more generally, provided the child is not showing symptoms of coronavirus. This includes continuing to use the PPE that they would normally wear in these situations, for example aprons and gloves. If a child shows symptoms, they should not attend a childcare setting and should be at home and get tested.</p> <p>Gloves must be removed and disposed of after every use.</p> <p>First aid</p>		
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		<p>Children who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</p> <p>Stock Childcare settings should use their local supply chains to obtain PPE. Where this is not possible, and there is unmet urgent need for PPE in order to operate safely, they may approach their nearest local resilience forum.</p> <ul style="list-style-type: none"> • Stock check of essential supplies completed prior to opening e.g. gloves, aprons, hand soap, hand sanitiser, disinfectant, toilet rolls and tissues • Stock levels will be monitored closely • Supplies placed in each room for easy access to prevent staff leaving rooms for necessary equipment • First aid box contents checked for stock and use by dates <p>Disposing of PPE Used PPE and any disposable face coverings that staff or children arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus, in line with the guidance on cleaning for non-healthcare settings.</p> <p>Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and</p>		
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		<p>placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.</p> <p>To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE:</p> <ul style="list-style-type: none"> • put it in a plastic rubbish bag and tie it when full • place the plastic bag in a second bin bag and tie it • put it in a suitable and secure place marked for storage for 72 hours <p>Waste should be stored safely and securely kept away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours. Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances.</p>		
<p>If all parties are not being vigilant with signs and symptoms and are not getting Testing this will increase the risk of contamination/ germs spreading quicker</p>	<p>Staff, Children, Parents</p>	<p>Testing Access to testing is already available to all essential workers. This includes anyone involved in childcare Education settings, as employers, can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.</p> <p>Children will have access to a test if they display symptoms of coronavirus. If they develop symptoms, they should be tested. If they test negative, they can return to their setting and their fellow household members can end their self-</p>	<p>Low</p>	

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		<p>isolation. If they test positive, education and childcare settings should follow guidance on implementing protective measures in education and childcare settings.</p> <p>To access testing parents will be able to use the 119 online coronavirus service.</p> <p>Contact Tracing The government has launched a new national test and trace programme. This will bring together an app, expanded web and phone-based contact tracing, and swab testing for those with potential coronavirus (COVID-19) symptoms.</p> <p>This programme will play an important role in helping to minimise the spread of coronavirus in the future. It will also include more traditional methods of contact tracing if a child or adults tests positive. This could include, for example, direct discussion with parents and schools or colleges on recent contacts.</p> <p>All staff working for ICP nurseries must register for the App, which can be downloaded here: https://www.nhs.uk/apps-library/nhs-covid-19/</p>		
<p>Staying at home for a prolonged period and the change of routine may have caused emotional difficulties for some children</p>	<p>Children, parents</p>	<p>Supporting children's mental health and wellbeing Staying at home for a prolonged period and the change of routine may have caused difficulties for some children, such as changes in behaviour or mood.</p> <ul style="list-style-type: none"> • All staff must complete Children's Mental Health Training (NoodleNow!) as a minimum • A representative from each Nursery must complete Child Bereavement training 		

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		<ul style="list-style-type: none"> Each nursery must nominate 2 Emotion Coaching Champions, who must attend the Attachment, Emotional Regulation and Emotion Coaching in the Early Years Training <p>Nurseries must share with parents the <u>Guidance for parents and carers on supporting children and young people's mental health and wellbeing during the coronavirus outbreak.</u></p> <p>Nursery managers must continue to identify and support vulnerable children and parents and carers by signposting them to appropriate local services such as mental health, domestic abuse or substance abuse services. Nurseries must maintain contact their local authority to understand what support is available. Agencies and nurseries should work together to actively look for signs of harms as per our Safeguarding Procedures.</p>		
<p>By not having the correct measures in place to support and protect children with additional needs could put them at higher risk of becoming unwell and others around them</p>	<p>Staff, Children, Parents</p>	<p>Supporting vulnerable children and those with additional needs</p> <p>All children who normally access childcare are strongly encouraged to attend so that they can gain the learning and wellbeing benefits of early education.</p> <p>All existing vulnerable children must be encouraged to take up their nursery place from 1st June.</p> <p>Nursery manager / key person must check on the welfare of any child who does not attend on any day, as per the Recording and Monitoring Attendance (Children) procedure.</p>	<p>Low</p>	

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		<p>Nursery manager to identify and plan how best to support high needs groups, including children with vulnerable children and disadvantaged children when the setting reopens.</p> <p>This should include full educational and care support for those children who have special educational needs and disabilities (SEND).</p> <p>Nursery manager to complete risk assessment for those children with an EHCP.</p> <p>Where children with special educational needs may not be able to understand the need for social distancing and may also seek close interaction with their peers or adults to provide reassurance at a period of disruption to their routines, it is imperative that childcare settings conduct risk assessments around managing groups of children within the setting. This should include limiting the number of children in each group and reducing this to provide more space in each classroom or learning area.</p> <p>As far as possible, room groups of children should be supported by consistent staffing, and groups should remain as consistent as possible throughout the outbreak.</p> <p>Some children will need additional support to follow the measures set out in this risk assessment (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules).</p> <p>Children who regularly spit or require physical contact</p>		
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		<p>If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting) or require care that cannot be provided without close hands-on contact, they should continue to receive care in the same way, including any existing routine use of PPE.</p> <p>The issues will be specific to each child or young person and individual responses will be required. Staff should review and update existing risk assessments.</p> <p>In these circumstances, to reduce the risk of coronavirus (COVID-19) transmission, no additional PPE is necessary because these are non-symptomatic children in a non-healthcare setting and so the risk of viral transmission is very low. However, additional space and frequent cleaning of surfaces, objects and toys will be required.</p>		
<p>Children or adults who become unwell or there is a confirmed case of coronavirus in a setting, could spread the infection if procedures are not followed</p>	<p>Staff, Children</p>	<p>Children or adults who become unwell or there is a confirmed case of coronavirus in a setting Please refer to the Covid-19 (Coronavirus) risk assessment - suspected / confirmed cases for more information</p> <p>If anyone becomes unwell with a new continuous cough or high temperature of 37.8 degrees centigrade or higher, or a loss of, or change in their your normal sense of taste or smell (anosmia) in a childcare setting, they must be sent home and advised to follow the Guidance for Households with Possible Coronavirus Infection.</p> <p>Please note, settings do not need to take children's temperatures every morning or throughout the day.</p>	<p>Low</p>	

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		Public Health England's guidance is that routine testing of an individual's temperature is not a reliable method for identifying coronavirus.		
People who may be at increased risk from coronavirus (COVID-19)	Staff, Children	<p>Supporting people who may be at increased risk from coronavirus (COVID-19)</p> <p>The Public Health England report COVID-19: review of disparities in risks and outcomes shows that some groups of people may be at more risk of being infected and/or an adverse outcome if infected.</p> <p>The higher-risk groups include those who:</p> <ul style="list-style-type: none"> • are older males • have a high body mass index (BMI) • have health conditions such as diabetes • are from some Black, Asian or minority ethnicity (BAME) backgrounds <p>If people with possible risk factors are concerned, Nursery Managers must discuss their concerns and explain the measures the setting is putting in place to reduce risks.</p> <p>Nursery Managers should try as far as practically possible to accommodate additional measures and follow advice relevant to local areas, for example in areas of high transmission.</p>	Low	

Risk Assessment

		<p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. Settings have a legal obligation to protect their employees, and others, from harm and should continue to assess health and safety risks and consider how to meet equalities duties in the usual way.</p> <p>Following the steps in this, and other risk assessments will help towards mitigating the risks of coronavirus (COVID-19) to children and staff and help settings to meet their legal duties to protect employees and others from harm.</p> <p>All members of staff are supported through individual discussions (well-being meetings) with their managers around their concerns.</p> <p>Critical Care Plans should be reviewed and updated where applicable.</p> <p>Risk assessments should be completed where required.</p> <p>Steps should be taken to put in place any other necessary risk management measures required to minimise transmission to keep them, and others, safe.</p>		
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Risk Assessment

<p>If we do not have the appropriate measures in place for our shielded and clinically vulnerable children and young people, they can be more at risk of the infection and become unwell</p>	<p>Staff, Children</p>	<p>Staff who are clinically extremely vulnerable Shielding measures were paused from 1 August 2020, until the event of any future national re-introduction with the exception of areas where local restrictions means that shielding may continue. Therefore, those who are clinically extremely vulnerable can return to settings provided their setting has implemented the system of controls outlined in the Actions for Early Years and Childcare during Coronavirus Outbreak guidance, within this risk assessment and advice relevant to local areas, for example in areas of high transmission. In all respects, the clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population, taking particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace.</p> <p>Staff who are clinically vulnerable Clinically vulnerable staff can return to settings. While in settings they should follow the sector-specific measures in the Actions for Early Years and Childcare during Coronavirus Outbreak guidance and this risk assessment to minimise the risks of transmission.</p> <p>This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distance from other staff in settings. This provides that ideally, adults should maintain a 2 metre distance from others. Where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young</p>	<p>Low</p>	
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		<p>children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p>Staff who are pregnant Pregnant women are in the 'clinically vulnerable' category. They are generally advised to follow the above advice, which applies to all staff in early years settings. Line managers must conduct a risk assessment for pregnant women in line with the Management of Health and Safety at Work (MHSW) Regulations 1999.</p>		
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Risk Assessment

<p>Transmission of germs if correct protocol is not in place and not being followed.</p> <p>Ensure Transport arrangements are pre-planned.</p>	<p>Staff, Children, Parents</p>	<p>Transport arrangements</p> <p>Public transport From 15 June 2020, face coverings must be worn on public transport in England. A face covering is a covering of any type which covers your nose and mouth. Some people don't have to wear a face covering for health, age or equality reasons.</p> <p>Hands should be washed or sanitised before and after touching a face covering.</p> <p>Children under the age of three should not be wearing face coverings, however there is an expectation that those aged three and over will be wearing them if they can do so properly.</p> <p>Making sure staff, parents and children follow the <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> when planning their travel ensuring that transport arrangements cater for any changes to start and finish times.</p> <p>Encourage staff, parents and children to cycle, walk or drive to their setting where possible.</p> <p>Take appropriate actions to reduce risk if hygiene rules and social distancing is not possible e.g. face coverings, gloves, hand sanitiser.</p>	<p>Low</p>	
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Risk Assessment

<p>Travel from overseas</p>	<p>Staff, Children, Parents</p>	<p>Exemptions to the global advice against non-essential travel On 4 July the government travel advice changed, with exemptions for travelling to certain countries and territories that no longer pose a high risk for British travellers. The government continue to advise against non-essential international travel, except to countries and territories listed. They also currently advise against cruise ship travel.</p> <p>The list of countries and territories exempt from advice against 'all but essential' international travel can be found here: https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel</p> <p>Return from travel Those returning will need to follow the rules for entering the UK. They must provide their journey and contact details up to 48 hours before they're due to arrive in the UK.</p> <p>Please see the rules for entering the UK: https://www.gov.uk/uk-border-control</p> <p>Travellers may have to self-isolate for the first 14 days they are in the UK. Please see the guidance for self-isolation when traveling to the UK: https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk</p> <p>They may not have to self-isolate when they arrive from some countries and territories.</p>	<p>Low</p>	
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Risk Assessment

		<p>Please refer to the travel corridors list for England: https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors</p> <p>Please refer to the list of people who are exempt from the English border rules: https://www.gov.uk/government/publications/coronavirus-covid-19-travellers-exempt-from-uk-border-rules/coronavirus-covid-19-travellers-exempt-from-uk-border-rules</p>		
Local restrictions: areas with an outbreak of coronavirus (COVID-19)	Staff, Children, Parents	<p>Process in the event of local outbreaks</p> <p>If a local area sees a spike in infection rates that results in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. DfE will be involved in decisions at a local and national level and will support appropriate authorities and individual settings to follow the health advice. More information on this process can be found in the COVID-19 contain framework: a guide for local decision-makers.</p>		
Site has been closed for prolonged period- leaks, legionnaires in unused water areas, rodents, break- ins, broken locks doors and windows	Staff, Children, Parents, Visitors, Public	<p>Health and safety check of the buildings to be carried out upon reopening; to include legionnaires checks.</p> <p>Nursery manager and health and safety officer to review risk assessments and implementing any measures to ensure that safety is maintained for wider opening.</p> <p>Consideration will need to be given to adjusting fire alarm procedures, for example assembly points, and how nursery management will ensure that staff and children are aware of them.</p>	Low	